



Facilities Manager

At **Children's Health Council (CHC)**, we've been helping children, teens and families for 60 years. Our Center, two schools and a Community Clinic, serve families in the Silicon Valley as well as the greater San Francisco Bay Area. Our areas of expertise include learning differences, anxiety and depression, ADHD and Autism. We also provide excellent community education services and parent consultations.

At CHC, we uncover a world of promise and potential in every child. Using a personalized approach, we help your children become happier, more resilient and more successful. Our employees are encouraged to bring their ideas, experiences and perspectives, gleaned from their varied backgrounds, to the workplace. We strive to create an environment in which all employees can contribute to their fullest potential to make an impact in the lives of the children we help.

FACILITIES MANAGER

Agency Vision and Mission:

At CHC, we believe in the promise and potential of every child, teen and young adult. Our mission is to remove barriers to learning, helping children and teens become resilient, happy and successful at home, at school and in life. We specialize in ADHD, Learning Differences, Anxiety & Depression and Autism.

Job Summary

The Facilities Manager performs general maintenance tasks at Children's Health Council locations. In this fast-paced environment, you as a Facilities Manager will be involved in building maintenance and lite repair, environmental and safety regulatory compliance, some grounds maintenance and custodial support, setting up phones and junior IT work. You'll be the go to person for special event and room setup, staff office moves and shipping / receiving materials. You should enjoy working in a team environment and be devoted to customer service.

Essential Duties and Responsibilities

- Understanding of A/V systems and video conferencing systems, and the ability to troubleshoot associated problems.
- Knowledge of CCTV systems.
- Proficient in Outlook, Excel, Word, PowerPoint, project.
- Strong foundation on IT, patching in network ports, wiring CAT5e cable, and troubleshooting basic computer issues such as network connectivity, mapping drives/prints, driver issues.
- Plan and manage capital improvements.
- Ensure compliance with local regulatory agencies, ensuring licenses are up to date.
- Perform set up, tear down and cleanup of group meeting rooms with assistance from other facilities staff as needed.
- Complete miscellaneous paint jobs, minor repairs and tasks as needed for optimal building performance.
- Manage outside vendors and oversee work is being completed as agreed upon.
- Assist in Materials "receiving and stocking" when needed.
- Periodically inspect and assess condition of building and grounds; report or correct conditions as appropriate.
- Performs other duties and tasks as assigned.



Accountability

Perform tasks under minimal supervision, ensure good relationships with a variety of people, and demonstrate good judgment and discretion and commitment to accuracy and detail. Meet deadlines as assigned.

Knowledge/Ability/Skills

- Understanding of VoIP phone systems
- Basic electrical wiring and proper safety while working.
- Basic understanding of carpentry.
- Basic understanding of computers, networking, and AV equipment.
- Self-starter, someone who takes initiative.
- Ability to read blueprints is a plus.

Education/Training

- High school or GED; trade school a plus.
- Minimum two years of facilities operations or maintenance.

Physical Requirements:

Frequent movement, standing, walking, carrying and lifting to 50 pounds, occasionally to bench height

Special Job Requirements:

Flexibility will be required in work schedule; evening and weekend hours may be required. Ability to cover Palo Alto location at times. Clean DMV record.

Contact with Others:

Extensive interpersonal interaction with peers, subordinates and outside contacts.

To apply, please send your resume/CV with salary requirements to jobs@chconline.org and reference "Facilities Manager" in the subject line of your email.

Children's Health Council (CHC) supports workforce diversity. We are an Equal Opportunity Employer and believe in treating each employee and applicant for employment fairly and with dignity. We will provide employment opportunities without regard to race, religion, color, creed, national origin, gender, orientation, age, disability, medical condition, marital status, veterans' status or any other classification protected by employment discrimination laws. When necessary, CHC also makes reasonable accommodations for employees with disabilities in accordance with individual needs, business realities and applicable laws.